

SSA-DD/S #71-

0812

DD/S 71-1643

3 MAY 1971

MEMORANDUM FOR: Acting Director of Logistics

SUBJECT : Purchase of Nonstandard Furnishings

1. It has recently come informally to my attention that plans being made for the upgrading of some offices contemplate the purchase of non-standard furniture and accessories. I believe, therefore, it would be useful for us all to be reminded of the regulations as we have been in the attached from the Acting Administrator of General Services Administration.

2. There is no question that Agency command endorses our efforts in improving our work environment, but those efforts should be within the limits of the basic Building plan and available furniture and accessories, including carpets.

167 ELLIOTT DRIVE

Robert S. Wattles
Assistant Deputy Director
for Support

Att

Cy of Memo dtd 16 Apr 71 to the Heads of Executive
Departments and Agencies fr Acting Administrator,
GSA, re above subj; w/Encl

cc: Chief, OL/LSD, w/Att
Chairman, Fine Arts Commission, w/Att
SSA-DD/S, w/Att ✓
AO/DCI, w/Att
AO/NE, w/Att
Chief, Admin Staff, DD/I, w/Att
AO/DD/S&T, w/Att